



# Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 1060.1  
 EFFECTIVE DATE: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_

APPROVED BY Signature: \_\_\_\_\_  
 NAME: A. V. Diaz  
 TITLE: Director

**Responsible Office: 100/Office of the Director**

**Title: MANAGEMENT RESPONSIBILITY**

## Preface

### P1. PURPOSE

This procedure defines the process whereby GSFC management reviews the Quality Management System (QMS) to ensure its continuing suitability and effectiveness in satisfying the requirements of ANSI/ASQC Q9001.

### P2. APPLICABILITY

The Center Director's responsibilities, authority and review activities extend to the entire GSFC QMS as documented by GPD 1270.3, its supporting procedures, and work instructions.

### P3. AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

### P4. REFERENCES

- a. ANSI/ASQC Q9001, Quality Systems – Model for Quality Assurance in Design, Development, Production, Installation, and Servicing
- b. GPG 1410.1, Directives Management
- c. GPG 1710.1, Corrective and Preventive Action
- d. GPG 5340.2, Control of Nonconforming Product
- e. GPG 9980.1, Internal Audit System

### P5. CANCELLATION

None

## Procedure

## 1. DEFINITIONS

None

## 2. IMPLEMENTATION

2.1 The GSFC organization is depicted in Figure 1.

2.1.1 The Center Director designates the Center Associate Director as the GSFC QMS Representative for executive management.

2.1.2 The Center Director shall appoint a QMS Council consisting of representatives nominated by the Directorates and Offices.

2.2 The responsibilities and authorities of all Center personnel who affect the final quality of GSFC hardware, software, materials, and services products covered by the scope of the Quality Management System, are defined in procedures and work instructions documented in accordance with GPG 1410.1. Documents shall clearly define responsibilities and authorities for:

- a. Initiating preventive and corrective action;
- b. Identifying and recording product, process and system problems;
- c. Initiating, recommending, or providing solutions;
- d. Verifying implementation of solutions;
- e. Controlling further processing, delivery, or installation of nonconforming product prior to correction or formal disposition.

2.3 The QMS Council shall:

- a. Prepare QMS GPG's for Center approval.
- b. Maintain configuration control of QMS GPG's.
- c. Approve changes to established QMS GPG's prior to Center review and approval.
- d. Review system level corrective actions.
- e. Define, collect, and organize QMS metrics for Center Management reviews.
- f. Advise the QMS Representative regarding QMS implementation and resources issues.

2.4 The QMS Representative shall identify and advocate resource allocations necessary for personnel training, verification activities, and internal audits.

2.5 The QMS Representative shall report to the Center Director and Center management on the performance of the QMS at least annually. The report shall be an executive summary of metrics and other information gathered throughout the reporting period. Such information may come from any source but shall include:

- a. Internal audit results (refer to GPG 9980.1);
- b. Nonconformance Reports (refer to GPG 5340.2);
- c. Corrective actions (refer to GPG 1710.1);
- d. Technical status review presentations for the Center's Management Council;
- e. Regularly scheduled general meetings with enterprise, directorate, and project management.

The report shall address the continuing suitability and effectiveness of the GSFC QMS policy, objectives and implementation. As a minimum, records of the Center Director's review shall include the presentation materials and an action item list.

### 3. RECORDS

- a. QMS Performance Report
- b. QMS Management Review Action Items

# GSFC ORGANIZATION

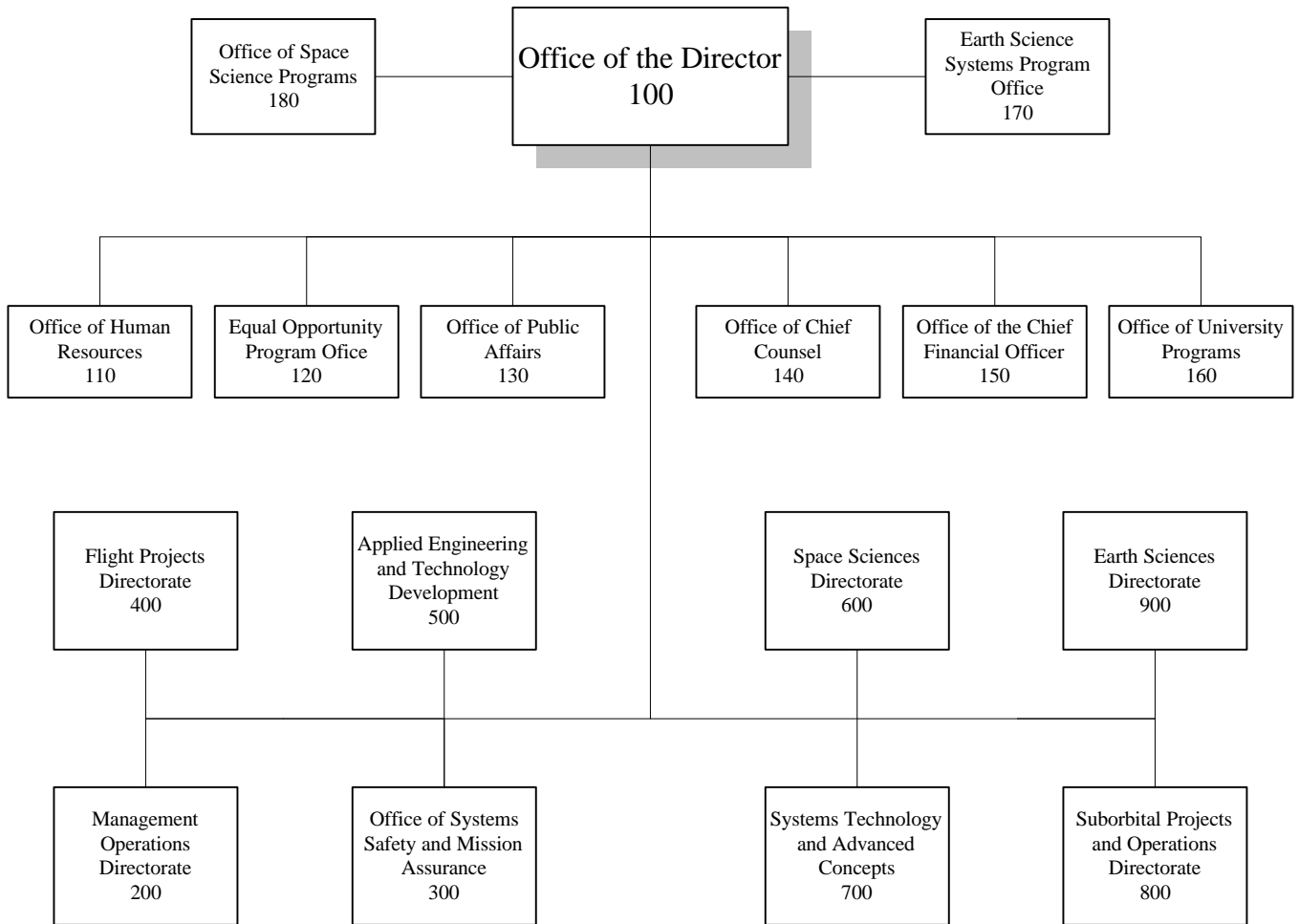


Figure 1